

Minutes of the Stamford Library Association Meeting, Monday, December 16, 2024

Present at Stamford Library: Trustees Barbara Balliet, Millie Faulkner, Katy Graves, Susan Harwood, John Hubbard, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Director Erika Eklund; absent: Trustee Pat Heath

Call to order: Barbara called the meeting to order at 5:30 p.m.

Minutes: Minutes of the October 28, 2024, Regular and Annual board meetings were approved by trustees who attended those meetings (motion by Millie; second by Stephanie).

Financial reports

Financial reports were distributed electronically by Erika and by Millie in advance of the meeting.

P&L statements through October 2024 show total income as \$88,951.68, against an annual budget of \$165,918.00. Total expense year-to-date is shown as \$161,627.07, against an annual budget of \$185,929.30. New library income year-to-date is shown as \$462,687.00, against an annual budget of \$4,500,407.00. New library expense year-to-date is shown as \$11,392.52, against an annual budget of \$4,348,383.61.

Wayne Bank Checking account statement on October 31, 2024, had a balance of \$5,763.24. **Wayne Bank Investor** account statement on October 31, 2024, had a balance of \$28,823.72, which includes interest for 2024 year-to-date of \$129.03.

Wayne Bank Business checking (construction) account statement on October 31, 2024, had a balance of \$8,740.76.

Wayne Bank Checking account statement on November 29, 2024, had a balance of \$56,039.55. **Wayne Bank Investor** account statement on November 29, 2024, had a balance of \$25,328.92, which includes interest for 2024 year-to-date of \$134.23. **Wayne Bank Business checking (construction)** account statement on November 29, 2024, had a balance of \$3,490.76.

Millie reviewed the check sequence, deposits, bank statements, and investment income amounts through November. Through November, year-to-date income includes \$2,557.29 from Homestead; \$43,433.40 from Tompkins; \$134.23 from MM, \$12,489.65 from NBT Wealth Management, \$7,071.26 CD maturity interest, for a year-to-date total of \$65,685.83. NBT fees, which began in August, show year-to-date total through November as \$6,202.07. Millie also reported the sources of other significant income.

The **Balance Sheet** as of October 31, 2024, lists total assets at \$3,653,885.75. Millie confirmed that the assets and balance sheet match.

The report was approved (motion by Millie; second by John).

Library director's report

Erika distributed a report electronically in advance of the meeting. In addition to the standard ongoing tasks related to payroll, invoices, spreadsheet recordkeeping, filing, weeding, maintaining an up-to-date website, and 4CLS involvement, the following items were reported.

Operations

Erika worked with Mike to incorporate new activities to add to the Annual Appeal letter. The letter emphasized that this fundraising effort is for operating expense and is totally separate from fundraising for the new library. So far, donations total almost \$4,000 from 57 individual donations. Thank-you notes are being composed and sent out.

Erika reviewed the article in the Walton Reporter based on her interview about the new library project and was pleased with the result.

A grant application was submitted to the Community Foundation of South-Central New York.

Erika submitted a 2025 Robinson Broadhurst grant application, requesting \$27,303, to include a new computer for the circulation desk, more digital materials and program supplies; and reductions in circuit audio books on CD and magazines.

Mallinckrodt invited us to apply for a \$1,000 charity-giving donation. The grant was approved once the requested application and documents were submitted.

4CLS informed us that the Smart Growth form prepared by our architect for the DLD application needed to be updated; it was resubmitted on November 9.

After a Zoom meeting with our architect, Paul Mays, Erika forwarded to Paul contact information for Joe Dianich and Bill Boyle for upcoming bids on site-clearing and geothermal work. The library does not require a specific number of bids to be received.

A letter was prepared and reviewed before being sent by certified mail to the library patron who we banned for the next six months. We have notified the state police and have informed him that they would be called if he did not leave. He said he'd be appealing the ban. (We have heard he has caused similar problems at other nearby libraries.)

A staff meeting was held on October 14 to review policies, go over recent how-to guides provided by 4CLS, and coordinate for the upcoming busy holiday season.

We have completed, signed, and submitted the 2025 4CLS Cost of Services Agreement and the 2024 user's survey.

The tax levy check for \$55,541 arrived from Stamford Central School on November 18. The first installment, for \$6,750, was received on April 23 — for a total of \$62,291 received in 2024. The increase to \$70,000, approved by the school district voters in May 2024, will take effect in 2025.

Verizon seems to have resolved the persistent issue of problems with the library's phone line.

Programs and Outreach

Beth Mowry generously donated her collection of Danbury Mint's The Songbirds of Christmas, for which we held a silent auction throughout November, and which raised \$215.

Eileen Knot of Western Catskills brought back the radon prevention program in November, with 10 participants attending.

Erika and Lindsay attended a Hobart Exchange information sharing session, resulting in some new useful connections for fundraising and grant identification.

An Oreo Cookie Taste Test Challenge brought 13 participants to the fun activity.

We held a "No-sew" Ornament-making workshop with Hipstitch Academy, with 8 participants.

Over 80 people attended the library's Friday Christmas party.

We opted out of decorating a holiday tree at the NY Power Authority because of time limitations, other commitments, and snow days. We were forced to close early, open late, and close for a day due to snowstorms in late November and early December.

Committees

Building (planning, plant, resources): Linda (chair), Barbara, Pat, John, Mike

Donor lists: Matt at FDA is to review the draft donor lists.

Outreach: Outreach will continue, with trustee visits to meetings held by Stamford Village and Hobart Village to share information about our plans. These meetings are informational, not for budgeting requests. Janet and Barbara plan to go to Stamford Village board in January.

We need to inform Stamford Village and the Planning Board about needing curb cuts.

Finance (fiscal oversight): Millie, Katy, John, Ellen

On Millie's suggestion, the board agreed (motion by Millie; second by Janet) to roll over for 4 months the CD at NBT that is maturing at the end of December, valued at \$253,194.05. Millie also suggests we invest \$218,000 of DLD funds as new money into NBT for 4 months; this money is dedicated for construction and is clearly trackable. We'll likely need access to these funds in May.

Millie suggested moving the visit from NBT staff to the February meeting, when she will be in attendance. She will inform Russell Antonacci.

The report was approved was approved by Millie; second by Janet.

Fundraising: Mike (chair), Millie, Pat, Stephanie, Janet

Pat put together a fundraising spreadsheet. Barbara will get the information we have to Matt at FDA. By April we should be gearing up for the public phase of fundraising.

At a later date, Pat and Barbara will talk to Matt and Paul about the wisdom of adding a Donate button to the website.

New business

Stamford Library Writers Group: Terry Bradshaw, on behalf of the Stamford Library Writers Circle, informed the board that it is planning to publish an anthology. The group would like the library to benefit by letting it buy copies for sale at the author's discount, selling them in the library at list price, and keeping the difference as a donation. In return, the library would need to maintain a separate bank account to track purchases, sales, and appropriate sales tax.

Although the board appreciates the offer to have the library benefit from sales of the anthology — and it is certainly willing to display the anthology for sale in the library — it regrets but declines an offer that requires efforts from bookkeeping or library staff.

Grants: Linda submitted a Robinson Broadhurst grant application for a \$250.

O'Connor Foundation grants are unlikely at this time based on overspending.

Trustee donations: Barbara collected donations from board members to fund holiday bonuses for the library staff.

Executive session

The board went into Executive Session at 6:20 to discuss financial matters. It ended the Session at 6:35.

Adjournment: The meeting was adjourned at 6:50 p.m. (motion by Barbara; second by Mike).

Upcoming meetings

- Monday, January 27, 2025, at 5:30: Regular board meeting. (Erika will set up a Zoom meeting for trustees not available to attend in person.)
- Monday, February 24, 2025, at 5:30 (NBT's Russell Antonacci to attend)

Respectfully submitted,

Ellen Thorn, Secretary